

Nomination for the State Agency Recognition Awards 2002

Title: Education/Outreach

Other Title not Listed:

Recipient: California State University Long Beach

Contact: Charles Hughes

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Nominee:

Address:

Phone:

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Contact Person's E-Mail:

Executive Summary:

EXECUTIVE SUMMARY

California State University Long Beach Opportunities 2003

California State University Long Beach Opportunities 2003 (CSULB OPS) was held on April 17, 2003 in the Pyramid at CSULB with 127 attendees. The program a one-day educational and networking event now in its tenth year, is the keystone of CSULB Purchasing Department's outreach and education program for small and disadvantaged businesses wishing to do business with CSULB and other public entities. CSULB OPS, consists of both educational presentation on how to do business with CSULB and other agencies and face-to-face networking opportunities between potential suppliers and buyers with real current and future needs. Begun in 1994 to serve CSULB's needs, the program has expanded to include participation by the Department of General Services, City of Los Angeles, and City of Long Beach as well as the CSU Chancellor's Office and nine of our sisters CSU campuses.

The educational portion of the program consists of two parts: 1) General "how to do business" (e.g. bidding, contracting, invoicing, etc) and 2) Specialized subjects (e.g. bonding, and how to obtain, insurance and specific requirements, certification, and how to obtain, etc). The training is provided by a combination of CSULB staff and outside professionals from various other agencies and industries, and is focused on commodities, services and construction in specific separate sessions.

The networking portion of CSULB OPS consists of a reverse vendor fair, with attending agencies staffing booths, allowing potential suppliers to meet agency purchasing staff to discuss projects in both general and specific terms.

The program has enabled CSULB and other participants agencies to increase our database of small and disadvantaged business that are trained, qualified, and ready to do business with our university and state agencies.

Written Nomination: Nomination
California State University Long Beach Opportunities 2003

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The following speakers presented specialized presentations in 2003:

OPPORTUNITIES 2003 WORKSHOP
CSU/CSULB SPEAKERS

Loren House, Contracts Program Specialist
California State University Office of the Chancellor
401 Golden Shore
Long Beach, CA 90802
562-951-4590

Susan Brown, Director
CSULB Physical Planning & Facilities Management
562-985-4131

Barbara Nicholson, Construction Program Manager
Construction Management
California State University Office of the Chancellor
401 Golden Shore
Long Beach, CA 90802
562-951-4100

Barney Wright, Assistant Director
CSULB Maintenance, Housing & Residential Life
562-985-4187

Charles W. Hughes, Director
CSULB Procurement & Support Services

Elizabeth Beall, Purchasing Manager
Terri Telasky, Buyer III
Michelle Totten, Purchasing Specialist
CSULB Purchasing Department
562-985-4296

Mary Pearson, Buyer
CSULB Facilities Management
562-985-7513

OPPORTUNITIES 2003 WORKSHOP GUEST SPEAKERS

Debra S. Esparza, Director
Center for Entrepreneurship
CSULB College of Business Administration
562-985-4894
562-434-4186

Jesse B. Johnson, Jr., CPPB, Diversity Outreach Officer
City of Long Beach, Diversity Outreach Division
333 West Ocean Blvd., 6th Floor
Long Beach, CA 90802
562-570-6462

Carol Umfleet, CMAS Program Manager
Department of General Services
707 Third Street

West Sacramento, CA 95605
916-375-4363

Oral Washington

Small Business/DVBE Advocates

Department of General Services
707 Third Street, 2nd Floor
West Sacramento, CA 95605
916-375-4595

Alan Zavian
Arpie Zavian
Co-Founders
PlanetBids.Com
5552 Fulton Avenue
Sherman Oaks, CA 91404
818-786-8864

The agenda for the program was as follows:

- 9:00 Welcome
- 9:10 Entrepreneurial Leadership: Elements for Success
Debra Esparza, Director
Center for Entrepreneurship
CSULB College of Business Administration
- 9:35 Leverage Your Vendor Relationships Statewide
Loren House, Contracts Program Specialist
California State University Office of the Chancellor
- Oral Washington, Small Business Coordinator
Department of General Services
- Jesse B. Johnson, Diversity Outreach Officer
City of Long Beach
- 10:15 On-Line Vendor Registration at the CSU
Arpie Zavian & Alan Zavian Co-Founders, PlanetBids.com
- 10:45 Break
- 11:00 Breakout Sessions

CONSTRUCTION COMMODITIES & SERVICES

CSULB: Elizabeth Beall, Purchasing Manager
Susan Brown, Director, Physical Planning
Barney Wright, Asst. Director, Housing
CSU PREQUALIFICATION of BIDDERS
Barbara Nicholson, Analyst
Office of the Chancellor
Oral Washington
The Department of General Services
CSU SISTER CAMPUSES
QUESTION AND ANSWERS
CSULB: Terri Telasky, Buyer III
Michelle Totten, Purchasing Specialist
Mary Pearson, Buyer, Facilities
CSU SYSTEM-WIDE
Loren House
Office of the Chancellor
CMAS CONTRACTS
Carol Umfleet, CMAS Program Manager
The Department of General Services
QUESTIONS & ANSWERS

12:15 - 1:30

LUNCHEON

1:30 - 3:00

NETWORKING with Procurement Officers

The educational portion of the program consists of two parts: 1) General “how to do business” (e.g. bidding, contracting, invoicing, etc) and 2) Specialized subjects (e.g. bonding, and how to obtain, insurance and specific requirements, certification, and how to obtain, etc). The training is provided by a combination of CSULB staff and outside professionals from various other agencies and industries, and is focused on commodities, services and construction in specific separate sessions.

CALIFORNIA STATE UNIVERSITY LONG BEACH PROCUREMENT AND SUPPORT SERVICES

DOING BUSINESS WITH CSULB

CSULB and the California State University adhere to the laws and regulations of the State of California, the Public Contract Code, and the policies of the Trustees of the CSU and individual University policies.

DEPARTMENT BUYING AUTHORITY

Individual departments may procure goods directly via their CSULB Procurement Card and some departments have been authorized to issue Purchase Orders directly within specified dollar limitations. Refer to the Department Contacts in your resource packet.

FORMAL BID LIMITS

The formal bid limits for CSULB and the CSU are currently set at:

Material & Equipment	\$ 50,000
Services	\$ 50,000
Construction	\$400,000

If informal bids are obtained from three or more certified Small Businesses or Disabled Veteran Business Enterprises (DVBE's), the threshold for formal bids is significantly increased.

Bidders who have been certified by the Office of Small Business Certification and Resources (OSBCR) as a Small Business do receive a 5% preference on their bid price.

PROCUREMENT OPTIONS

CSULB takes full advantage of the following procurement options, which have been competed or negotiated, at a central level. Items purchased via these contracts do not need to be competitively bid.

OPTION	WEB
SITE _____	
CSU Master Enabling Agreements	
http://www.calstate.edu/CSP/csu_bulletin.shtml	
CMAS Contracts	
http://www.pd.dgs.ca.gov/emas/default.htm	
STATE Contracts	
http://www.pd.dgs.ca.gov/contracts/default.htm	
STATE Pricing Schedules	
http://www.pd.dgs.ca.gov/pricesched/default.htm	

ADVERTISING:

If advertising is required, goods, services and construction projects are advertised in the California State Contracts Register (CSCR), and those ads may be accessed on-line at: <http://www.osmb.dgs.ca.gov/cscr>. Major Construction Projects are currently advertised in the Long Beach Press Telegram and the Dodge Construction News.

CSULB PURCHASING Homepage: Use this site to link to important CSULB Information, including on-line bids:
<http://daf.csulb.edu/offices/financial/procurement/purchasing/index.html>

The networking portion of CSULB OPS consists of a reverse vendor fair, with attending agencies staffing booths, allowing potential suppliers to meet agency purchasing staff to discuss projects in both general and specific terms.

Purchasing Office
Buyer Directory

Charles W. Hughes, Director 985-4297 (chughes@csulb.edu)
Elizabeth Beall, Manager 985-8293 (lbeall@csulb.edu)

CONTRACTS UNIT:Public Works AgreementsService AgreementsConsulting AgreementsService Maintenance AgreementsVarious Service OrdersAnd,All Commodities Unit Items****Cathy Bishop, Buyer II985-5796 (cbishop@csulb.edu)Kate Burgess, Buyer II985-8333 (kburgess@csulb.edu)Stan Denton, Buyer II985-8287(sdenton@csulb.edu)Donna Hilpert, Buyer III, Lead985-5797(dhilpert@csulb.edu)Terri Telasky, Buyer III(Computers; software peripherals;computer maintenance)985-8290 (ttelasky@csulb.edu)***

COMMODITIES UNIT:All Commodity ItemsEquipment & SuppliesState ContractsPrintingBlanket OrdersRental of Equipment****Donna Reeson, Buyer I985-8288(dreeson@csulb.edu)***

Mailing Address:

Attention:_____

Purchasing Department

Purchasing Office

Telephone # 562-985-4296

California State University Long Beach

Purchasing Office FAX #

562-985-5432

Brotman Hall – Room 346 Mail Stop: 0123

1250 Bellflower Blvd.

Long Beach, CA 90840-0123

ADMINISTRATIVE SERVICES MANAGERS (ASM's)

COLLEGE / DEPARTMENT	ASM	PHONE
Ø Academic Affairs	Marianne Hata	985-5002
Academic Computing Svcs & Audio Visual	Linda Sumpter	985-8879
Col of Arts	Patty Meylor	985-4365
Col of Business	Betty Harris	985-7694
Col of Education	Judy Swan	985-1615
Col of Engineering	Christa Johnson	985-8218
Col of Health & Human Svcs	Linda McConnell	985-4744
Col of Liberal Arts	Terri Bostic	985-5386
Col of Nat Sci & Math	Henry Wu	985-4646
Library & Learning Res.	Rosario Yeung-Lindquist	985-1532
Ocean Studies	Lynn Allison	562-519-3178
University Academic Prog. / Academic Info. Tech	Georganne Sparks	985-4597
University Academic Projects	Marianne Hata	985-5002
University College & Extension Svcs.	Rellen Owen	985-8456
University Research & Academic Personnel	Lou Caron	985-2389
Ø Administration & Finance	Linda Nafarrete	985-8871
Budget & Human Resources	Janet Parker	985-8831
Financial Mgmt	Tuey Gjestland	985-4162
Information Mgmt/Analysis	Brenda Sykes	985-8361

Physical Planning & Facilities Mgmt.	Laurie Angel	985-7990
Facilities Mgmt	Suzanne Wallace	985-2286
Ø Office of the President	Liz Labrador	985-1534
Ø SAR	Ted Kadawaki	985-1626
Ø Student Services	Doug Harris	985-1792
Ø University Relations & Dev	Oliver Bohlman	985-4122

CALIFORNIA STATE UNIVERSITY LONG BEACH PROCUREMENT AND SUPPORT SERVICES

WEB SITE RESOURCES

CSULB Procurement

<http://daf.csulb.edu/offices/financial/procurement/purchasing>

Chancellor's Office Contract Services and Procurement

<http://www.calstate.edu/csp/>

Chancellor's Office Capital Planning, Design and Construction

<http://www.calstate.edu/CPDC>

Hot Links to CSU Campus Procurements Offices

<http://www.calstate.edu/datastore/campusprocure.shtml>

CA Department of General Services (DGS)

<http://www.dgs.ca.gov/>

· Procurement Division

<http://www.pd.dgs.ca.gov/>

· Certification for Small Business or Disabled Veteran

Small Business Certification and Resources (SBCR)

<http://www.pd.dgs.ca.gov/smbus/default.htm>

· California State Contracts Register
<https://www.cscr.dgs.ca.gov/cscr/>

Public Contract Code
<http://www.leginfo.ca.gov/calaw.html>

The program has enabled CSULB and other participants agencies to increase our database of small and disadvantaged business that are trained, qualified, and ready to do business with our university and state agencies.

What Worked: The number of potential vendors substantially increased, and hopefully, this will lead greater participation by and opportunities for disadvantaged small business and disabled veteran businesses.

What Didn't Work: The program was completely successful. While an immediate increase in participation by small business and DVBE's would be desirable, the program is designed for long term steady growth.